



## Teaching Position Application

**Valley Academy Charter School**  
539 North 870 West  
Hurricane, Utah 84737  
(435)635-0772 Fax (435)635-6966

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Street, City, State, Zip)

Permanent Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
(Street, City, State, Zip)

Work Phone #: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### **Certification: Valid Utah Teaching Certificate Now Held:**

Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Other \_\_\_\_\_ None \_\_\_\_\_

Endorsements: \_\_\_\_\_ Expiration Date \_\_\_\_\_

If none, have you now or will you soon apply for Utah Certification? Yes \_\_\_ No \_\_\_ Date of application: \_\_\_\_\_

Type of certificate applied for: \_\_\_\_\_ Endorsements: \_\_\_\_\_

**Position Desired:** Grade level choices: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Subjects Preferred: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Placement File:** University where placement file is located: \_\_\_\_\_  
UNDER WHAT NAME? \_\_\_\_\_

(We require that you have your placement file sent to us with college transcripts.)

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### **TEACHING INFORMATION:**

1. ARE YOU PRESENTLY EMPLOYED? IF YES, WHERE? \_\_\_\_\_ YES \_\_\_ NO \_\_\_
2. ARE YOU A PAST EMPLOYEE OF VALLEY ACADEMY? YES \_\_\_ NO \_\_\_  
IF YES, GIVE DATES OF EMPLOYMENT \_\_\_\_\_ NAME THEN \_\_\_\_\_
3. ARE YOU A RELATIVE OF AN EMPLOYEE OF VALLEY ACADEMY, OR A RELATIVE OF A MEMBER OF THE  
BOARD OF DIRECTORS? IF YES, TO WHOM AND WHAT RELATIONSHIP \_\_\_\_\_ YES \_\_\_ NO \_\_\_
4. HAVE YOU EVER APPLIED FOR EMPLOYMENT AND BEEN INTERVIEWED WITH VALLEY ACADEMY? YES \_\_\_ NO \_\_\_
5. ARE YOU CURRENTLY UNDER CONTRACT WITH ANOTHER SCHOOL OR DISTRICT? YES \_\_\_ NO \_\_\_  
REASON FOR SEEKING A CHANGE: \_\_\_\_\_
6. HAVE YOU EVER BEEN DISMISSED OR DENIED A "RETURN CONTRACT?" YES \_\_\_ NO \_\_\_  
IF YES, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

### **QUALIFICATION/ACTIVITY INFORMATION:**

1. IF REQUIRED AS AN ESSENTIAL FUNCTION OF THE POSITION, LIST EXTRACURRICULAR ACTIVITIES FOR WHICH YOU QUALIFY:  
\_\_\_\_\_

2. LIST SPECIAL QUALIFICATION OR ABILITIES: \_\_\_\_\_

3. OTHER THAN ENGLISH, WHAT LANGUAGE(S) DO YOU SPEAK? \_\_\_\_\_

ARE YOU ENDORSED TO TEACH THIS LANGUAGE: YES \_\_\_ NO \_\_\_

**U.S. CITIZEN:** YES \_\_\_ NO \_\_\_ **IF NO, ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES?** YES \_\_\_ NO \_\_\_

**MILITARY SERVICE DATES:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**DO YOU CLAIM VETERAN'S PREFERENCE? IF YES, INCLUDE A COPY OF SEPARATION FORM.** YES \_\_\_ NO \_\_\_

**PREPARATION FOR TEACHING:**

1. Education (Begin with High School):

Name & Location of Institution	Dates Attended	Degree	Major	Minor

2. Student Teaching:

District	School	City and State	Grades/Subject	Dates From - To

3. Additional course work: \_\_\_\_\_  
\_\_\_\_\_

**TEACHING EXPERIENCE (CONTRACT TEACHING ONLY):**

District	School	City and State	Grades/Subject	Dates From - To

**EMPLOYMENT EXPERIENCE OTHER THAN TEACHING:**

Employer	Location	Kind of Work Performed	Dates From - To

**VOLUNTEER / PUBLIC SERVICE EXPERIENCE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES (References included in your Placement File need not be listed):**

Include only those who have knowledge of your teaching experience—teachers, principals, directors, superintendents.

Name	Position	City and State	Phone #

**PERSONAL INFORMATION – REQUIRED**

The following questions are to assist in the determining a prospective employee’s fitness as an applicant. The answers to these questions are subject to verification by a police agency. A “yes” answer does not automatically disqualify an applicant. Each applicant will be reviewed individually.

Have you ever been convicted of:

- A. A sex-related crime which involved force or minors? YES\_\_\_ NO\_\_\_
- B. A crime involving violence or the threat of violence? YES\_\_\_ NO\_\_\_
- C. A crime involving drugs or alcoholic beverages? YES\_\_\_ NO\_\_\_
- D. Any other conviction other than a minor traffic violation? YES\_\_\_ NO\_\_\_

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted, plead guilty, plead no contest, or sentenced for any other offense?

YES\_\_\_ NO\_\_\_ IF YES, PLEASE INDICATE THE CHARGE AND THE DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

IF YOU ARE PRESENTLY CHARGED OR UNDER INDICTMENT FOR A CRIMINAL OFFENSE, UPON A FINDING OR PLEA OF GUILTY YOU SHALL PROVIDE THAT INFORMATION TO VALLEY ACADEMY CHARTER.

Did you undergo a background records check (including fingerprinting) as part of your certification?

YES\_\_\_ NO\_\_\_

In accordance with Utah state law, Valley Academy Charter may conduct a criminal background check and I hereby waive my rights to a written notice of such.

I hereby certify that the above information is true, accurate and complete to the best of my knowledge and belief. (Any misrepresentation or omission of fact shall be sufficient cause for disqualification of this application or termination of employment.) Furthermore, I understand that this application and records become the property of Valley Academy Charter School. I understand that Valley Academy reserves the right to accept or reject this application. I further agree to observe all rules, regulations and policies of Valley Academy. I hereby authorize Valley Academy to conduct work history, personal reference and possible police record inquiries to determine my acceptability for employment. I further understand that if employed, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. I further understand that if employed my employment is an at-will basis. Since references are for my benefit, I do hereby release those furnishing information concerning me from any liability for damage of any nature as a result of furnishing such information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Valley Academy is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupational requirement. Valley Academy is committed to a policy of keeping its work place free from sexual harassment. Valley Academy provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

**Valley Academy**  
**Supplemental Questionnaire**

Form 102 dated 5/2018

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Position Applied for: \_\_\_\_\_

NOTE: It is important that you give complete and truthful answers to the following questions. If you answer "YES" to any of them, please provide your explanation(s) on a separate sheet of paper. Include convictions resulting from a plea of nolo contendere (no contest), and information about any expungement.

**OMIT:** traffic fines of \$100.00 or less

We will consider the date, facts and circumstances of each event you list. In most cases, you can still be considered for employment. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this will be grounds for not hiring you and grounds for dismissal after you begin work.

	<u>YES</u>	<u>NO</u>
1. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? .....	_____	_____
2. Have you ever been arrested for, convicted of, or forfeited collateral for any felony or misdemeanor violation? .....	_____	_____
3. Have you ever been arrested for, convicted of, or forfeited collateral for any firearms or explosives violation? .....	_____	_____
4. Are you now under investigation for misconduct or any violation of law? .....	_____	_____
5. Have you ever been convicted by a military court martial? .....	_____	_____
6. Have you been found pursuant to a criminal, civil or administrative action to have committed a sexual offense against a minor child or had any substantiated child abuse charges filed against you? .....	_____	_____
7. Have you voluntarily resigned or surrendered a professional license or certificate in the face of a charge relating to incidents in items 1-6 above? .....	_____	_____
8. Are you now under investigation, on notice of warning, or under probation for any concern related to your employment, maintaining a license, or professional certificate? .....	_____	_____

**I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. Any misstatement, omission or mis-information is grounds to not hire or for dismissal. If hired, I hereby agree to abide by the policies of the Valley Academy Charter. I understand that before I am hired a Criminal Background Check may be required, and I will be responsible to pay the fee.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

It is the policy of the Valley Academy Charter School to fill each vacancy and newly created position(s) with the most qualified person available. Positions will be filled without regard to race, age, religion, national origin, sex or disability. Qualifications will be based upon the necessary education, certification, skill, knowledge and competencies required for the position.